Amending the Calendar for 2016-2017

Garnetta Barnette
Office of Finance and Support
Division of Support
November 17, 2016

KDE Contacts

Sheila Harned: 270-705-9158

sheila.harned@education.ky.gov

Scott Rose: 606-776-0798

scott.rose@education.ky.gov

Ruth Wilkes: 859-583-3417

ruth.wilkes@education.ky.gov

Closing Schools for the Day

When school is canceled, the calendar must be updated. This must be done so attendance will calculate correctly and the attendance reports will be correct.

The following is an example of how to update the calendar:

Days

Path: **Index > System Administration > Calendar > Calendar > Days**

If the teachers are working on the day school is canceled:

Remove the check box for Instruction and Attendance for each schedule structure.

Choose "Planning" "Teacher Equivalency" or "Professional Day" in the dropdown list.

Day Detail
Date: 01/04/2017 Day #: 108
*Period Schedule
S1 ▾
School Day ☑   Instruction ☐   Attendance ☐
Start Time [ ]   End Time [ ]   Duration [0]
The duration field will be calculated automatically
Comments
[ ]

Day Events
Type   Duration   Inst. Minutes
✕ G: Planning ▾ [ ] [ ]
[Add DayEvent]

Click "Save Day/Day Events"

The Weather day must be accounted for so the number of makeup days can be correctly calculated for future years. Since two day events cannot show on one day, the weather event can be entered in the tenth month. In the comments indicate which teacher day was actually a weather day. (Alternatively, the weather day can be put on the actual day and the teacher day added on the end of the calendar.

Day Detail
Date: 06/01/2017 Day #: 214
*Period Schedule
S1 ▾
School Day ☐   Instruction ☐   Attendance ☐
Start Time [ ]   End Time [ ]   Duration [0]
The duration field will be calculated automatically
Comments
[01/04/16 used planning on a weather day]

Day Events
Type   Duration   Inst. Minutes
✕ W: Weather Cancelled ▾ [ ] [ ]
[Add DayEvent]

If a nontraditional Instruction is used

Days when non-traditional instruction is used are not officially "N: Non-traditional Instruction" until they are approved by KDE. Therefore when a district has a non-traditional day they should mark the day in each calendar as an "E: Teacher Equivalency" day. Uncheck the Instruction and Attendance checkboxes.

Day Detail		
Date		Day #
02/03/2017		**108**
Period Schedule		
REG		
School Day	Instruction	Attendance
☑	☐	☐
Start Time	End Time	Duration
		0
The duration field will be calculated automatically		
Comments		

Day Events		
Type		Duration Inst. Minutes
✗ E: Teacher Equivalency ⌄		
Add DayEvent		

When the nontraditional days are approved the day event should be changed to "N: Nontraditional day." The Instructional checkbox should be checked.

Please note that since these are instructional days they do count toward home hospital and students can be suspended on these days.

Day Detail		
Date		Day #
02/03/2017		**108**
Period Schedule		
REG		
School Day	Instruction	Attendance
☑	☑	☐
Start Time	End Time	Duration
		0
The duration field will be calculated automatically		
Comments		

Day Events		
Type		Duration Inst. Minutes
✗ N: Non-traditional Instruction ⌄		
Add DayEvent		

If the day is also canceled for the teachers:

Remove the check box for" School Day," "Instruction," and "Attendance" for each schedule structure.

Choose "Weather Cancelled" or "Closed Due to Illness" in the dropdown list.

Click "Save Day/Day Events"

School Months

Path: **Index > System Administration > Calendar > Calendar > School Months**

Adjust start and end dates of school months. Each month except month 10 must have 20 school days.

➡ In the example, the snow day was in month 5. The end date of month 5 must be changed and the start and end date of months 6 through 10 must be changed.

NOTE: Once school months are corrected for one calendar, the calendar wizard can be used to copy the changes into all other calendar where it applies.

Path: **Index > System Administration > Calendar > Calendar Wizard**

Select "Copy data into Existing Calendars"

Click "Next"

Select "Copy School Months data"

Verify the source calendar information is correct and the destination calendar is the one that needs to be changed.

In the Overwrite Behavior section, select "Overwrite School Months data in destination calendars."

Terms

Path: **Index > System Administration > Calendar > Calendar > Terms**

If the weather day changes the end of terms, the start and end dates can be changed on the terms tab.

➡️ Please be sure the last term includes any instructional days that have been added.

Calendar	Grade Levels	Schedule Structure	**Terms**	Periods

💾 Save Term Schedule/Terms	➕ New Term Schedule/Terms	⊗ Delete Term

Term Schedule/Terms Editor

Name
Quarters

Term Schedule Detail

*Name	Primary
Quarters ✕	☑

Term Detail

	*Name	*Sequence	*Start Date	*End Date
✕	T1	1	08/11/2016	10/14/2016
✕	T2	2	10/17/2016	12/16/2016
✕	T3	3	01/02/2017	03/17/2017
✕	T4	4	03/20/2017	05/16/2017
Add Term

Shortened Days

When days are shortened due to early release or delay, the calendar must be updated. This will allow absences and tardies to calculate correctly. This update must be made on the calendar for each structure.

Path: **Index > System Administration > Calendar > Calendar > Days**

Enter the start for a delay or the end time for an early release.

Day Detail		
Date		Day #
12/12/2016		**91**
Period Schedule		
S1 ▾		
School Day	Instruction	Attendance
☑	☑	☑
Start Time	End Time	Duration
9:00 AM		350
	The duration field will be calculated automatically	
Comments		

Day Events		
Type	Duration	Inst. Minutes
Add DayEvent		

If non-instructional time changes, for example a non-instructional recess is canceled on the shortened day, click "Add Day Event." Enter the total instructional time for the day. This will override the normal calculation. The normal calculation subtracts any non-instructional minutes listed on the period structure from the duration on the day detail above.

Day Detail

Date
12/12/2016

Day #
91

*Period Schedule
[S1 ▾]

School Day	Instruction	Attendance
☑	☑	☑

Start Time	End Time	Duration
9:00 AM		350

The duration field will be calculated automatically

Comments
[   ]

Day Events

	Type	Duration	Inst. Minutes
✕	R: Regular ▾		405

[Add DayEvent]

1.

NOTE: *If attendance will be taken in first period, it is best to wait until morning attendance is taken <u>and reconciled</u> before entering the new start time. It is permissible to wait until the next day to enter the start time on the calendar.*

Extending the Day

If days in the calendar are extended beyond the regular day a new period schedule must be created.

   Path: **Index > System Administration > Calendar > Calendar > Periods**

Click "New Period Schedule"

Auto Create Period Schedules

Parameter Selection

This tool creates Period Schedules, which are required for the scheduling process. Infinite Campus supports multiple Period Schedules, but only create the number of Period Schedules needed for your Schedule Structure.

1. Enter the Number of Period Schedules.*
Examples:

- For a Single Period Schedule, enter 1
- For an A/B Day Schedule, enter 2
- For an A/B/C Day Schedule, enter 3
- For a M/T/W/R/F Schedule, enter 5
- Or, enter any other number of period schedules needed for the calendar.

(Note: Period Schedule Names will initially be set to a number. Change the name to match the examples above, or to fit your schedule structure.)

2. Enter the Number of Periods for Each Period Schedule.*

Create PeriodSchedules/Periods

Select the number of period schedules you need to add and the number of periods.

Auto Create Period Schedules

Parameter Selection

This tool creates Period Schedules, which are required for the scheduling process. Infinite Campus supports multiple Period Schedules, but only create the number of Period Schedules needed for your Schedule Structure.

1. Enter the Number of Period Schedules.*
Examples:

- For a Single Period Schedule, enter 1
- For an A/B Day Schedule, enter 2
- For an A/B/C Day Schedule, enter 3
- For a M/T/W/R/F Schedule, enter 5
- Or, enter any other number of period schedules needed for the calendar.

(Note: Period Schedule Names will initially be set to a number. Change the name to match the examples above, or to fit your schedule structure.)

1

2. Enter the Number of Periods for Each Period Schedule.*

6

Create PeriodSchedules/Periods

Click "Create Period Schedule"

Calendar	Grade Levels	Schedule Structure	Terms	**Periods**	Days

⊕ New Period Schedule

Period Schedule/Periods Editor

Name

REG

2

Period Schedule Placement

	REG	2
1		1
H	H	
2		2
RD	RD	
3		3
MA	MA	
4		4
SS	SS	
5		5
SC	SC	
6		6
LA	LA	
SP	SP	

Click on the new period schedule.

PeriodSchedule Info

*Name	*Sequence	Exception/Special Day	Instructional Minutes	Standard Day Minutes	School Day
2	2	☐	0	0	0

Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.

Period Info

	*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day
✕	1	1			0	☐	☐
✕	2	2			0	☐	☐
✕	3	3			0	☐	☐
✕	4	4			0	☐	☐
✕	5	5			0	☐	☐
✕	6	6			0	☐	☐

Add Period

Instructional Minutes Preference for 16-17 School Year

Exclude non-instructional periods
Exclude non-instructional minutes
Include time gaps between periods

School Day Preference for 16-17 School Year

Exclude non-instructional periods
Include non-instructional minutes
Include time gaps between periods

Change the **Name.** Enter the **Start Time, End Time** and **Non Instructional Time** for your periods. Check the appropriate **Non Instructional Period** and **Standard Day** checkboxes.

PeriodSchedule Info						
*Name	*Sequence	Exception/Special Day		Instructional Minutes 400	Standard Day Minutes 440	School Day 445
Ext	2	☐				

Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.

Period Info							
	*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day
✕	H	1	08:00 AM	03:20 PM	45	☐	☑
✕	RD	2	03:20 PM	03:21 PM	0	☐	☐
✕	MA	3	03:21 PM	03:22 PM	0	☐	☐
✕	SS	4	03:22 PM	03:23 PM	0	☐	☐
✕	SC	5	03:23 PM	03:24 PM	0	☐	☐
✕	LA	6	03:24 PM	03:25 PM	0	☐	☐

Add Period

Instructional Minutes Preference for 16-17 School Year
Exclude non-instructional periods
Exclude non-instructional minutes
Include time gaps between periods

School Day Preference for 16-17 School Year
Exclude non-instructional periods
Include non-instructional minutes
Include time gaps between periods

Click "Save Period Schedules"

Calendar	Grade Levels	Schedule Structure	Terms	**Periods**	Days

⊕ New Period Schedule

Period Schedule/Periods Editor
Name
REG
Ext

Period Schedule Placement		
	REG	Ext
H	H	H
RD	RD	RD
MA	MA	MA
SS	SS	SS
SC	SC	SC
LA	LA	LA
SP	SP	

Add the period schedule to the calendar. The new period schedule must be selected on each day students will be attending the extended time.

NOTE: if entering this after the new schedule has already started in the school, do not select a day where attendance has been taken until all sections have been scheduled into the period schedule.

Select at least one day in each term where you will be using the new period schedule. This must be done before sections can be scheduled.

Day Detail		
Date		Day #
05/03/2017		**219**
Period Schedule		
REG ▾		
School Day	Instruction	Attendance
☑	☑	☑
Start Time	End Time	Duration
		0
The duration field will be calculated automatically		
Comments		

Day Events		
Type	Duration	Inst. Minutes
Add DayEvent		

Select the new period schedule in the **Period Schedule** dropdown.

Day Detail		
Date		Day #
05/03/2017		**219**
chedule		
REG		
Ext y	Instruction	Attendance
☑	☑	☑
Start Time	End Time	Duration
		0
The duration field will be calculated automatically		
Comments		

Day Events		
Type	Duration	Inst. Minutes
Add DayEvent		

Click "Save Day/DayEvents." Repeat this for at least one day in each term where the new period schedule will be used.

Schedule course sections

The new period schedule must be attached to sections before attendance can be taken and before the days will appear in the teacher's grade book.

Path: **Search > Course/Section**

Open each section of each course and select the appropriate check boxes.

Check the appropriate boxes to indicate the class district.

Once all sections have been updated the new period schedule can be selected on days where attendance has already been taken.

NOTE: Infinite Campus has a script that will schedule the sections if the sequence is exactly the same in the old period schedule and the new. Everything in the first period in the old schedule will be scheduled into the first period on the new period schedule, everything in the second period into second period in the new, etc. as long as they are one-to-one. This is a billable service.

Verifying calendar changes

Any time the calendar is updated the following reports should be run to make sure everything is correct.

KY State Reporting > KDE Reports > Schedule Gap

KY State Reporting > KDE Reports > Calendar Summary

KY State Reporting > Edit Reports > Calendar Edits Report